

The Chairman next called attention to the document Regional Planning Committee Support Funding Program 2001. He pointed out the need for disbursement and accounting of any funds received from the National Institute of Justice AGILE Program Association of Public Safety Communications Officials, International (APCO), Atlantic Chapter was approached to provide the accounting and disbursement of any funds received under this program.

The treasurer of the APCO, Atlantic Chapter, Jeff Vannais was approached by the Chairman as to the willingness of APCO - Atlantic Chapter to hold money for the committee and disburse funds as authorized by the committee.

R. DiBella suggested that APCO - Atlantic Chapter handling the funds might give the appearance of favoritism. R. Thompson stated that the small sum of money would not be significant and from his view would not evoke feeling of conflict with IMSA or other frequency coordinators. G. Carbonell noted that the handling of the funds by APCO would avoid the accounting difficulties found within state accounting and disbursement systems. He questioned how many other organizations not tied to a state were setup to handle the disbursement of funds. It was noted that there would be no charges for servicing this account.

The chairman stated that the request for accounting support be brought before the APCO - Atlantic Chapter for approval. A Memorandum of Understanding will be generated between the 700Mhz Committee and APCO - Atlantic Chapter. Rules of fund disbursement will be identified. J. Kowalik inquired of the committee's intent to support funding for implementation of software training for maintenance of the frequency database. The Chairman suggested that use of the database would likely be by the Frequency Coordinators involved in the frequency assignment process.

Vice Chairman (J. Zarwanski) observed that the frequency database would be maintained by some person from the Committee. Coordination of frequencies could be by any of the Coordinators who currently coordinate Public Safety frequencies.

Motion by R. DiBella that APPLICATION BE MADE FOR A GRANT OF THE MAXIMUM FUNDS AVAILABLE FROM N.P.S.T.C. Seconded by G. Carbonell. Voted in the affirmative by the majority of those present.

Motion by R. DiBella that **APCO, ATLANTIC CHAPTER BE USED TO HOLD AND DISBURSE THE GRANT MONEYS RECEIVED.** Seconded by R. Thompson. Voted in the affirmative by the majority of those present.

Public Notice (FCC) DAOI-406 Public Safety 700 MHz Band-State License Option to Apply Runs through December 31, 2001 distributed.

The Chairman emphasized the need for each State to take prompt action to file application for the State frequencies even though the final rules have not been issued.

General discussion ensued regarding the designation by the States for State "Band Managers" for 700 MHz. J. Kowalik described the process in New Hampshire. The Chairman described the

process and intentions in Connecticut. J. Zarwanski explained the current procedure for filing for the license, the results that can be expected and the date of deadlines. The discussion by others emphasized the need for all of the Region 19 member states to file timely application for the "State 700MHz Band" even though the states were in preliminary discussions.

Motion by R. Thompson that The Chairman send a letter to those states not represented at this session (Maine and Vermont) emphasizing the need for them to act on making application for the state allotment of 700 MHz frequencies. (FCC Public Notice DA 01-406). Seconded by R. DiBella. A voice vote was unanimous in the affirmative.

The Chairman opened discussion about the plan development process. He suggested that the elements of the plan should begin by the June meeting.

The subjects of discussion included: Geographic boundaries; 800 MHz process and previous experience with the 821 MHz plan. The Chairman referred to the published NPSTC Plan and recommended it as a guideline for the 700MHz plan. The NPSTC Plan includes: Procedures; Plan Development; Technical Standards; Appeals; Interoperability; Eligibility; Applications; Enforcement; etc.

J. Kowalik suggested dividing plan development into two main areas with associated subcommittees: administrative procedures; and technical issues; and procedures isle noted many of the procedures be modeled after the 800MHz plan that is now in place. However, there are technical standards that will have to wait for FCC guidelines.

The possibility of Internet use by the members was discussed G. Carbonell suggested the creation of an Internet user group for exchange of information.

The Chairman suggested that the plan development process should begin before the next meeting. The following members agreed to begin drafting the following:

Procedures element - J. Kowalski

Eligibility sub committee - J. Zarwanski, G. Pohorilak

Applications process - sub committee, G. Pohorilak

It was suggested that the current Regional 19 plan be obtained for the members G. Carbonell agreed to "scan-in" the current Region S and Region 19 plans into a user group format to be available to the members of this committee via the Internet

The Chairman suggested holding the next meeting of the entire committee in late June. After discussion, Wednesday, June 20, 2001 was chosen as the next meeting date. The location, Vermont. The location address will be sent with Agenda to committee members

A general public notification of the meeting will be made to Public Safety Entities, especially those near the meeting venue

Motion by the Vice-Chairman that The minutes of the previous meeting be accepted as written. Second by G. Carbonell. There was no further discussion. The minutes of the previous meeting were approved by voice vote.

The Chairman called for any further comments or discussion from the floor.

Motion to adjourn voted and carried.

Meeting adjourned at 11:48 AM

Documents distributed to attendees:

- **Regional Planning Committee Support Funding Program 2001**, NPSTC (National Public Safety Telecommunications Committee)
- FCC Public Notice, DA 01-58, Public Safety 700 MHz Band General Use Spectrum Deadline for Changing Regional Boundaries is July 2, 2001
- FCC Public Notice, DA 01-406, Public Safety 700 MHz Band--*State License Option To Apply Runs Through December 31 2001*
- Minutes New England Region 700 MHz Planning Meeting, December 7, 2000, Daniel Webster College, Nashua, New Hampshire.

Respectfully Submitted

James N Warakois, Secretary

June 2001 Minutes

New England Region 700MHz, Technical Advisory Committee Meeting
Wednesday, June 20, 2001

List of Attendees:

George Pohorilak DPS-OSET, State of Connecticut, Chairman
Jerry Zarwanski DPS-OSET, State of Connecticut, Vice-Chairman
James Warakois Boston, MA, Police Communications, Secretary
Stephan Brown CT State Aviation and Port
George Carbonell CT DOT
Stephen Verbil, Verbil Communications, Inc.
Robert DiBella Town of Glastonbury, CT
Mark Cady Worcester, MA, Fire
Terry Lavalley VT State Police
Elliot Derdak Boston, MA, EMS
Bob Cruikshank Motorola
Ralph R. Thomson Worcester, MA
Thomas Crotty RI State Police
Gary Gutowski MA State Police
Mike Stemmler CT State Police
Blair Sutherland MA State Police
John Pinkham MA State Police

The third quarterly meeting of the New England Region 700MHz Technical Advisory Committee was held on Wednesday, June 20, 2001 at the Vermont State Police Barracks, Chester, VT. The Chairman called the meeting to order at 10:20 AM.

First Order of Business:

Acceptance of the minutes of the previous meeting. Moved by G. Carbonell to **ACCEPT** the minutes as written. There was no discussion or changes. The minutes were approved as presented.

Grant Application:

An **application** for a **grant** for operational expenses was submitted in May to the National Law Enforcement and Technology Center. There has been no response.

A **Memorandum of Understanding (MOU)** has been created between this Committee and the Atlantic Chapter of APCO. The funding obtained through the grant will be held and disbursed by the Atlantic Chapter APCO with Committee's approval, **voted** authorization.

700MHz FCC Planning Process:

The Chairman discussed the historical development of the 800MHz Plan. He emphasized the need to examine the successful and unsuccessful processes used in that plan. The Chairman indicated the need for creativity/improvements for the forthcoming 700MHz plan development and not to necessarily copy the existing 800MHz plan.

The Chairman announced the intent of the Committee meetings to be held at various venues around Region 19 to allow wider attendance

The Chairman discussed the need for creating an **equitable representation from the community of Public Safety users**. The Chairman noted the need to take a proactive approach to gaining membership and interest. By moving the meeting sites among the states of Region 19 it is hoped that all committee members would be able to participate actively in the meetings. There are members of the NCC from within the Region who could serve as a link with the Committee for the exchange of ideas.

Mr. Carbonell noted that the Governor of each state has to designate some Public Safety group within the state to administer the "State License", state defined radio channels.

General discussion: The governor of Vermont has appointed the Vermont State Police as administrator within that state. New Hampshire and Maine have designated the State Police to administer. The Massachusetts State Police have filed application with the Governor for designation as administrator. Official designation has not been received. Connecticut has also moved to name an administrator with several possible choices.

Mr. Derdak observed that in all cases the license is always held by the highest political entity, which is **the State**. The department chosen to administer the license serves as "the mailing address." Mr. Crotty confirmed that the Rhode Island State Police would be the administrator in that state. The Chairman noted that the deadline for such appointments is the end of 2001. It seems certain that all administrators within Region 19 will be officially established by then. The Chairman placed some ideas on the **composition of the Committee**. The eligibility for membership could be determined/defined by state and category. The number of members must be decided as well as those who would be "members at-large."

General discussion: The **updated** list of those that are eligible must be confirmed. Public Safety entities such as Fire, Police, EMS, DOT and others must be identified as officially eligible. The Chairman noted that the identified groups must be notified of their eligibility to participate. A list of such groups will be prepared by the Chairman and circulated among the participants for comments.

General discussion: Better effort must be made to notify all with potential interest in the Committee. Meeting notices and committee information must be more widely distributed. Email lists can be also be used for dissemination.

Mr. Carbonell will investigate the development of a list server.

POINT SCORING PROCESS:

The Chairman introduced the subject of scoring the applications for Regional Planning Committee (RPC) approval. He mentioned several of the shortcomings of the present system, the lack of completeness, or misunderstanding of instructions. There is a need for close examination of the process with the intent of streamlining or simplifying it.

There is a current practice in the 800 MHz planning process of returning applications numerous times for data or contacting the applicants for clarification.

OLD BUSINESS:

The Chairman reports that Connecticut has submitted to the FCC an "opt out" of Region 8 statement for the 700MHz planning process. All of Connecticut is now in the New England Regional Planning Process Region 19.

NEW BUSINESS:

The next meeting will be held on **Wednesday, September 26, 2001 at 10:30 AM at a location in Maine.** Mr. Carbonell moved to adjourn. Carried. Meeting adjourned 11:20 AM.

Respectfully Submitted

James Warakois, Secretary

Documents distributed to attendees:

- GUIDELINES FOR 764-776/794-806 REGIONAL PLANNING COMMITTEES, NCC Implementation Subcommittee Guidelines, May 10, 2001
- OUTLINE FOR 764-776/794-806 NATIONAL / REGIONAL PLANS, NCC Implementation Subcommittee, May 10, 2001
- Minutes New England Region 700 MHz Planning Meeting, Massachusetts State Police Headquarters, Framingham, Massachusetts, Thursday, March 29, 2001

September 2001 Minutes

New England Region 700 MHz, Technical Advisory Committee Meeting
September 26, 2001

List of Attendees: see attachment

The fourth quarterly meeting of the New England Region 700MHz Technical Advisory Committee was held on Wednesday September 26, 2001 at 10:30 AM, At the Municipal Police Headquarters, Scarborough, ME, the Chairman, Vice Chairman and Secretary present. Meeting convened at 10:35 AM.

The chairman called for a moment of silence for the Public Safety workers who lost their lives at the World Trade Center catastrophe.

Order of Business as follows:

1. Moved to ACCEPT the June 20, 2001 minutes (Exhibit I) as distributed. There was no request for changes and no discussion followed. The minutes were **APPROVED** as presented.

The Chairman noted that the FCC has formally **approved** the change in Region boundaries allowing this committee to encompass the entire political boundaries of the New England States. The entire State of Connecticut is now in this region. The Commission has issued a PUBLIC NOTICE, which was distributed (Exhibit II).

2. Membership / New Committee Members:

Mark Cady, Worcester, MA, Fire Department has submitted written request to be a member of this committee.

The Chairman referred to a draft document originating with NPSTC, titled Bylaws of Region-- (Exhibit III) and a second document for reference, page 5 and 6 of a plan noted as "Region 8 Plan" (Exhibit IV). Discussion of Exhibit III and Exhibit IV followed.

ARTICLE I

NAME & PURPOSE

The Chairman proposed a formal name for this committee be "The New England 700 MHz Committee." Mr. DiBella suggested the name be "The New England States 700 MHz Committee." The committee voted and accepted a formal name to be "The New England Region 700MHz Committee".

ARTICLE II

MEMBERS

For purposes of this Article, the term "member," unless otherwise specified, refers to both voting and non-voting members.

VOTING MEMBER

Voting members shall consist of one representative from any single agency engaged in public safety eligible to hold a license under U.S. 47 CFR 90.20, 47 CFR 90.523 or 47 CFR 2.103. NUMBERS, ELECTION and QUALIFICATION

The Chairman referred to Exhibit V, a table illustrating membership eligibility that would provide equal representation. He noted that the Executive Committee would encompass each State. Every type of Public Safety entity, as defined, would be eligible to hold a seat. A total of ten persons from each state would be eligible for membership.

The chairman noted that the call for membership would be disseminated as widely as possible. Meetings held quarterly, moving from state to state.

Referring to Exhibit V, the Service Categories and eligibility would be Police, Fire, EMS, OEM/FEMA, at-large member and Highway as well as representatives from the coordinating bodies APCO, AASHTO, IMSA, FCCA.

The quorum for a meeting would be 9 eligible members present who are representatives from at least three (3) states of the Region.

A single agency shall be allowed no more than one vote for each distinct eligibility category within the agency's organization or political jurisdiction. No state may represent more than fifty percent of the total quorum for action by a vote.

The Regional Committee shall have two classes of members, "voting members" and "non-voting members." New members may be added at annual, special, or regular meetings. Voting members must attend one scheduled regular meeting annually.

3. Discussion of Technical Proposal - by NYS-TEC (New York State Technology Enterprise Corporation), Exhibit VI.

Mr. Zarwanski explained that this proposal suggest the frequency allocation in this scheme would be a pattern of cells established on a nationwide pattern. The Chairman observed that the plan would limit flexibility in the allocation of frequencies at the local level. Others commented that this type of allocation structure does not account for the effects on adjoining states. The predetermination of frequency assignment would deprive certain entities adequate numbers of channels. Mr. Carbonell suggested that members review the exhibit and prepare to comment at the next meeting of the committee.

4. Procedures Committee Mr. Jim Kowalik

Mr. Kowalik noted the difficulty of creating exact procedures due to the current structure of the band with the FCC decision to provide State Licenses and possibly frequency block licenses. Combining channels for wide-band use would affect the distribution of channels. The creation of state band managers would also cause delays in local allocations.

Discussion: Block allocation data is not firmly set although spectrum allocations charts and guidelines give some idea of current thinking. State boarder assignments would be handled by

NPSTC. The Region would be getting guidance from others (NPSTC, FCC, Precoordination Database regarding allocation procedures.

5. State licenses

State license applications are in various states of completion. An issue in several states is obtaining appropriate authorization signatures and identifying the holding authority. Mr. Derdak observed that the License will be issued to the State by name and further administration of the license will be determined within that state.

6. Grant Application

The funding has been received and deposited into the account being administered by APCO, Atlantic Chapter.

Mr. Carbonell provided information on the creation of a web page for the 700MHz group. This media would be used for informational and distribution purposes. Server Central (Web page developer) charge would be \$84 per year for placing the Web page. All control of the Web site would be under the Committee. The name of the Committee website was discussed and accepted as NER700MHZ.org

**Moved by Mr. DiBella: To spend less than \$100 annually for a site Committee Web page.
Seconded and voted unanimously IN FAVOR.**

7. Committee Meeting Schedule

**Moved by Mr. Derdak that meetings of this committee be held on the second Tuesday of the last month of each calendar quarter, which will be March, June, September, and December.
The Annual Meeting will be held in SEPTEMBER and will rotate locations with the normal schedule.**

The next meeting will be held on Tuesday, December 11, 2001 at 10:00 am at the Emergency Operations Center, Office of Emergency Management, 645 New London Avenue, Cranston, Rhode Island.

Mr. DiBella moved to adjourn. Carried. Meeting adjourned at 11:55 AM

Respectfully submitted
James Warakois, Secretary

Documents distributed to attendees:

- **New England Region 700MHz Technical Advisory Committee Meeting Minutes, Wednesday, June 20, 2001 (Exhibit I)**
- **FCC PUBLIC NOTICE, PUBLIC SAFETY 700 MHz BAND- General Use Channels, APPROVAL OF CHANGES TO REGIONAL PLANNING BOUNDARIES OF CONNECTICUT AND MICHIGAN, September 10, 2001, (Exhibit II)**
- **BYLAWS OF REGION--, a draft, (Exhibit III)**
- **FCC - Region 8 Plan, (Exhibit IV)**
- **700 MHz Membership Eligibility - Voting, a spreadsheet. (Exhibit V)**

- **NYS-TEC, Technical Proposal, 700-MHz National Pre-Allotment, August 7, 2001, Version 5, (Exhibit VI)**
- **NCC Implementation Subcommittee Appendix E, SAMPLE BYLAWS OF REGION --, May 10, 2001, IM00029-A-20010510 (PO14-A),**
- **Spectrum, Volume 1, Issue 1, National Public Safety Telecommunications Council**

December 2001 Minutes

New England Region 700MHz, Technical Advisory Committee Meeting
Fifth Meeting, Wednesday, December 11, 2001

List of Attendees: See attachment

The fifth quarterly meeting of the New England Region 700MHz Technical Advisory Committee was held on Wednesday September 26 at 10:30 AM, at the Emergency Operations Center, Office of Emergency Management, Cranston, RI, the Chairman, Vice Chairman and Secretary present. Meeting Convened at 10:35 AM.

Order of Business:

1. Moved to ACCEPT the September 26, 2001 minutes (Exhibit I) as distributed. There was no request for changes and no discussion followed. The minutes were **APPROVED** as presented.

The Chairman reminded everyone that the committee hosts a website that contains; minutes of all committee meetings, future meeting dates and other related information. The Internet address is www.ner700mhz.org. The webmaster is G. Carbonell.

2. **State applications** for spectrum pool frequencies: The states of Connecticut, Massachusetts, Rhode Island, New Hampshire and Maine reported that they have applied for the licenses. The Chairman asked those present from the New England States if they had also applied for the interoperability frequencies. The response was generally that they had not at this time but would consider filing prior to the deadline date. If a filing (letter) were not completed for interoperability frequencies, the interoperability frequencies would be the domain of the committee.
3. **700 MHz FCC Planning Process.** Mr. Bob Schleiman a member of the NCC (National Coordinating Council) gave a presentation that updates the current NCC perspective and anticipated directions. He emphasized current thinking about pool allotments for Public Safety by county area as geographical areas. He discussed the NPSTC database requirements. He explained that the allotments are based on demographics. The responsibility of the regions to develop plans is still paramount. The regions will still have to approve the plans of the adjacent regions.

Mr. Schleiman briefly noted the effects of terrain on propagation. He discussed the general scheme of allotments based on population density schemes. Interoperability Standards are also of prime importance within the development of the 700MHz plans.

4. COMMITTEE REPORTS:

Bylaws committee: G. Pohorilak presented a draft document BY LAWS OF THE NEW ENGLAND 700MHZ COMMITTEE/REGION 19 (exhibit II). The group at the suggestion of the Chairman decided that the draft document be studied by the committee members until the next meeting where further discussion and action will be taken.

Procedures Committee: J. Kowalik presented an outline of information and items that must be finalized by FCC decisions. The development of procedures for dealing with applicants for 700 MHz spectrum can proceed. (Exhibit III) In summary, he noted multiple entities in each state will have input into the actual assignment of spectrum and the ultimate frequency distribution responsibility is unclear at this time. His recommendation is to monitor closely the development of technologies and the FCC creation of standards and procedures.

The Chairman suggested, in spite of the haziness of the FCC procedures and specifications the development of a Regional Plan must move forward subject to editing as the FCC adopts specific procedures and technical specifications.

NEW ITEMS FOR DISCUSSION:

A question was raised on the process for new committee membership and the Chairman indicated the question was premature since the bylaws have not yet been finalized and approved.

Moved to adjourn at 11:25 AM.

Motion carried by voice vote.

The next meeting will be held on March 12, 2002 at the Connecticut DOT, 280 West Street, Rocky Hill, CT at 10:00 a.m.

Respectfully submitted
James Warakois, Secretary

Documents distributed to attendees:

- **New England Region 700MHz Technical Advisory Committee Meeting Minutes, Tuesday, December 11, 2001. (Exhibit I)**
- **DRAFT, BYLAWS OF THE NEW ENGLAND 700MHZ COMMITTEE / REGION 19. (Exhibit II)**
- **Procedures Committee Report , 700 MHz Technical Advisory Committee, New England Region 19, James Kowalik, chairman.**

March 2002 Minutes

700 MHZ, TECHNICAL ADVISORY COMMITTEE MEETING
Tuesday, March 12, 2002

The sixth quarterly meeting of the New England Region 700MHz Technical Advisory Committee was held on Tuesday March 12, 2002 at 10:30 AM, at the Connecticut Department of Transport, Rocky Hill, CT, the Chairman, Vice Chairman and Secretary being present. Meeting convened at 10:40 AM

Each of the attendees introduced themselves.

Order of Business.

1 APPROVAL of Minutes (Exhibit I)

Those present were advised of one correction to the Website address in the minutes. It was voted to ACCEPT the minutes of the December 11, 2001 meeting as corrected.

2 BYLAWS APPROVAL (Exhibit IIA)

The Chairman presented the Draft of the proposed bylaws. He made one suggested change to allow a mechanism to fill a vacancy in a State's representation on the committee. The change will read as:

F. Each representative state organization will appoint members from their respective states. If a state organization does not appoint a member, to the 700MHz Committee, that state slot may be filled with additional members at large. Individuals, from eligible categories, may apply to the committee for vacant at large positions.

Mr. Gustafson desired clarification of "representative state organization". The chairman defined it as an organization such as APCO, AASHTO, IMSA..., which would send a representative to be a member of the committee. A variant would be members chosen by the respective police, fire, emergency services as statewide representatives.

Moved by Mr. Carbonell and seconded that the Amendment to the proposed Bylaws (Exhibit IIB) be inserted into the Proposed Bylaws Section 2.9, Committee /quorum/voting: VOTED unanimously to approve the amendment as presented.

The Chairman requested approval of the Bylaws as written with the accepted change. There was no further discussion of the Proposed Bylaws.

Moved by G. Carbonell to approve the Bylaws as presented. The motion was seconded. Being no further discussion the chairman called for a vote. VOTED unanimously to ACCEPT THE BYLAWS AS PROPOSED.

The Chairman discussed how those persons qualified and wishing to be officially on the committee would be made known to their affiliate agencies. He stated that he would send a letter requesting confirmation of membership to their affiliate agencies of those people present who are

qualified and wish to serve on the committee. Letters will be sent to other qualified organizations seeking appointment to the committee.

The Chairman moved to item 4 in the agenda. Saving item 3 for discussion later in the session.

4 State License Update

Two documents were distributed to those present. They were the January and February 2002 issues of THE COMMUNICATOR, Motorola news flyer. These contain the results of various States applying for Licenses in the 700MHz Band according to the FCC request. (Exhibits III and IV). Vice Chairman Zarwanski explained that this listing is for the 2.4 MHz segment designated for State use dispersal.

5 NCC Update

A news clipping was distributed (Exhibit V) which outlines current steps in the progress of H.R.3397, The homeland Emergency Response Operations Network (HERO) Act. An act to free 24 MHz of radio spectrum to state and local emergency responders.

6 FCC Update

Mr. Carbonell noted that the ULS system is now using the CORES numbers instead of the tax number identification. A positive result of the FCC's interest in the 700 MHz band is the continued formation of Regional 700 MHz groups.

7 Grant Status

As previously noted this committee has received grant money. Current expenses are for the annual fee for the website. Other uses for grant money will be for: publication of information about the activities of the committee and distributed to government agencies in the region; professional groups and individuals interested this Committee's activities. A request for funding allocation of this publication will be forthcoming.

8 2002 Meeting Schedule

The next three meetings have hosts and locations. Agendas will be provided prior to the meetings.

2002 Meeting Dates and Locations For The New England 700MHz Regional Planning Committee

- June 11, 2002 - New Hampshire State Police, Headquarters 1st Floor Conference Room, Manchester, NH
- September 10, 2002 - Massachusetts State Police General Headquarters, 470 Worcester Road, Framingham, MA
- December 10, 2002 - Springfield State Office Building, Springfield, VT

The directions to these locations will be posted on the committee website along with the meeting dates.

3 PLAN DEVELOPMENT

Distributed to those present was the DRAFT Plan for the State Of Missouri (Exhibit VI). The chairman noted that the State of Missouri Draft Plan and the NCC guidelines provide good insight as to the steps necessary in the evolution and organization of a Regional Plan. Sections

of the Missouri draft plan were discussed and comments were addressed. Sections of the Missouri draft plan could be applicable concepts in the New England 700MHz Plan. Mr. Kowalik noted that the subcommittees would serve well to add specific specialized detail to the total plan. The Chairman noted that the experience gained by the 800 MHz Committee can be helpful in streamlining the 700MHz process.

A General Discussion was held.

The concept of "Band Manager" was discussed. This person would interface with the Committee and provide safeguards against mis-allocations of spectrum resources.

Technical requirements have become much more complicated resulting in delays of processing the applicant information. This may require pre-application meetings to define and resolve potential problems. Various scenarios were discussed in an effort to identify potential impediments to the flow of application approval.

A comprehensive review of applications will be necessary with proof of performance by the applicants. A multi-step process will be necessary to proceed in an orderly manner. Mr. Kowalik noted that the guidelines provided in TSB88 must serve as the reference source for the applicant's systems.

Chairman Pohorilak observed that acceptance of applications have been on a window basis. Discussion was held concerning the time-scale of the process.

Mr's Carbonell and Derdak discussed the issue of applicant certification and financial disclosures. Dispute resolution and an appeal process must be created. Various procedures must be explored.

Interoperability channels. The NCC guidelines recommend that the tactical and calling channels be dealt with carefully.

The Chairman emphasized that a draft of the procedures will be placed on the website for study prior to the next meeting.

The chair entertained a motion to continue this discussion at the next meeting. Moved by Mr. Carbonell and seconded that this discussion be continued at the next meeting. Voted unanimously in favor to suspend the discussion until the next meeting.

NEW Business

Gordon Shand questioned whether any of the new applicants would be giving up any of their 800 MHz frequencies when the new 700 MHz channels are available. He then readdressed his question as whether new equipment will be available to cover both frequency bands. He was told the radio vendors will be market driven to make equipment available. He noted that he attends many meetings and finds that there are many viewpoints of what emergency communications is and how it should be applied to their perception of an "emergency." This ranges from complex

high tech systems to the use of PCS devices. He wonders who are the "point persons" in education of the public?

Motion by Chairman to adjourn the meeting. Moved by Carbonell to ADJOURN the meeting. Seconded. The motion was CARRIED.

Adjourned at 1223 PM

Respectfully submitted
James Warakois, Secretary.

Documents distributed to attendees:

- New England Region 700 MHz Technical Advisory Committee Meeting Minutes, December 11, 2001 (Exhibit I)
- DRAFT, BY LAWS OF THE NEW ENGLAND 700 MHZ COMMITTEE/ REGION 19, (Exhibit IIA)
- DRAFT, LANGUAGE FOR MEMBERSHIP SECTION OF BY LAWS, (Exhibit IIB)
- The Communicator, a publication of Motorola Inc., February 28, 2002, (Exhibit III)
- The Communicator, a publication of Motorola Inc., January 31, 2002, (Exhibit IV)
- A magazine article, Legislation Introduced to Free Radio Spectrum for First Responders, Source unknown, (Exhibit V)
- DRAFT, REGIONAL PLAN FOR THE STATE OF MISSOURI, Region 24 700 MHz Regional Planning Committee, (Exhibit VI)

June 2002 Minutes

New England Region 700MHz Technical Advisory Committee Meeting
Seventh Meeting Tuesday 11 June 2002

The seventh quarterly meeting of the New England Region 700MHz Technical Advisory Committee was held on Tuesday, June 11, 2002 at 10:00 AM at the New Hampshire Department of Public Safety, Concord, NH

The meeting was convened at 10: 18 AM.

The Chairman, Vice Chairman and Secretary present as well as 28 others in attendance

Order of Business:

1. Moved to ACCEPT the March 12, 2002 minutes as distributed. Seconded and CARRIED by unanimous vote.

2. The chairman announced that letters soliciting candidates for membership according to the Bylaws have been sent to all of the eligible categories throughout the New England States. Returns for permanent members returned as of this date include;

<u>State</u>	<u>Affiliation</u>	<u>Name</u>
Connecticut	Office of Emergency Management	Tom Walsh
Massachusetts	Executive Offices of Health and Human Services	Elliot Derdak
Connecticut	Division of State Police	Mike Stemmler
New Hampshire	Division of State Police	Jim Kowalik
Massachusetts	Emergency Management	Tom Muise
New Hampshire	Emergency Medical Services	William Wood
Massachusetts	Highway	Arthur O'Brien
New Hampshire	Emergency Management	Mead Herrick
Rhode Island	FCCA inquiry from Paul Leary	
Connecticut	Department of Health	Gordon Shehan
Connecticut	Fire New Haven CMED	John Gustafson

APCO International -Florida received letters for State appointment for membership which have been forwarded to Mark Poole, Atlantic Chapter President. He will be making a decision for how APCO will appointment an eligible state member. The Chairman proposed the choice of an At Large member. Bill Mansfield, Nashua, NH Police Department has expressed an Interest In becoming a committee member.

MOVED and SECONDED that Bill Mansfield be made the At Large committee member for New Hampshire.

VOTED to AFFIRM Bill Mansfield, Nashua New Hampshire, Police Department is the At Large member from New Hampshire.

3. PLAN DEVELOPMENT:

The Chairman referred to information distributed to the group at the opening.

This will serve to become sections of the plan. Much of this information is from the National Coordination Council (NCC).

First is a table of interoperability channels generated by the NCC. This shows the suggested interoperability channels. (Exhibit I)

Second is a template of a Memorandum of Understanding that affirms the applicant's willingness to comply with proper use of designated Interoperability Channels. (Exhibit I)

Third is a sharing agreement template (Exhibit III). This document would be used to formally acknowledge the operation of units from other agencies on the frequencies licensed to the Agency holding the FCC operating license.

Fourth is a sample agreement that delineates the method of dispute resolution (Exhibit IV).

Fifth was document showing the population profile of New England and is broken down by further by county population by state. (Exhibit V)

4. PROCEDURES

Jim Kowalik discussed the proposed procedures at length. The topics included the basic direction the formulation of procedures could take based on current information. The NCC guideline is used for guidance but not the only possible reference. Jim has reviewed most of the relevant documents available on the Internet. There appears to be two options: One plan is outlined by the FCC where the authority lies with the Regional Planning Committee (RPC) over general use spectrum. The Interoperability Committee has control over the shared interoperability frequencies. The State Band manager would control the state-licensed spectrum. The Reserve Spectrum would be under the RPC.

Page 6 of this exhibit (Exhibit VI) proposed option 1 is similar to NCC suggestion. First review by committee, then send to coordinators for review and acceptance.

Option 2 proposes the Regional Planning committee first performs evaluations prior to submitting information for frequency selections to the pre-coordination database and the RPC would conduct all of the evaluations of technical parameters.

A discussion evolved for the proper steps and sequence of questions to be addressed by the Committee when processing an application.

Bill Topliff requested consideration of the multiple steps involved in obtaining frequencies for an 800 MHz system. Mr. Zarwanski indicated that, in the case of the Region 19, 800 MHz RPC the data base can be searched and information provided to frequency availability which can be made available to potential applicants. It could be possible to do the same with the 700 MHz applicants.

Mr. Kowalik noted that pre-coordination would be necessary to smooth the development of systems without causing conflict between applicants co-channel and adjacent systems. Geographic licensing would be based on the prioritization of the traditional functions of police, fire, and EMS.

Mr. Warakois noted that another entity might be developed in the form of "homeland security." The chairman noted that the committee is currently bound by the definitions promulgated by the FCC.

Mr. Kowalik noted that the concept of the 700 MHz band seems to be directed toward more wide area systems.

Further discussion was directed toward the history of the 800 MHz evaluations. The result of the current methods was reviewed with regard to the effect of the weighting process on the final decisions.

The summation of the discussion pointed out that the importance of each category is It reflected on the type of incident activity being described.

Frequency give back was discussed. The various scenarios of lapsed, forfeited, and promised giveback were discussed.

Mr. Kowalik noted that his second option had more validity and further thought and discussion would focus on that path.

Mr. Carbonell emphasized that preliminary decision for any frequency allotment should be focused on the service area proposed. This "footprint" would constitute a specific area of coverage in the award of frequencies

Discussion turned to the requirement of applicants to demonstrate that system signal coverage would not exceed the service area although past practice has been to prove adequate signal within the operating area. This creates a double set of signal boundaries that must be in compliance with the agreement to some specified degree.

Mr. Kowalik noted that the system performance is gauged with respect to the requirements of TSB-88-A and similar accepted documents. In final approval of frequency selection the requirement will be to control extraneous signal and potential interference.

5. STATE LICENSING UPDATE

The chairman noted that all of the Region 19 states have filed for licenses as required in the current scheme development. A State Interoperability Executive Committee has been proposed by the State of New Hampshire. The other states in the region have no formal committees developed.

6. NCC UPDATE

No new information is available for presentation at this time.

7. FCC UPDATE

The Chairman updated the committee with FCC proposed guidelines for TV broadcasters to vacate the 700MHz spectrum.

8. NEW BUSINESS

No new business was presented.

MOVED TO ADJOURN. SECONDED AND CARRIED. The meeting was adjourned at 11:30 AM

Respectfully submitted

James Warakois, secretary.

Documents distributed to the attendees

- Exhibit I -Table of Interoperability Channels for Specific Users/Services
- Exhibit II -Memorandum of Understanding Template
- Exhibit III -Sharing Agreement Template
- Exhibit IV- Regional Committee Dispute Resolution Process
- Exhibit V- New England Region Listing by States, Counties and Cities
- Exhibit VI -FCC Region 19 New England Regional Planning Committee 700 MHZ Channel Application Procedure

September 2002 Minutes

New England Region 700MHz, Technical Advisory Committee Meeting

Eighth Meeting, Tuesday 10 September 2002

List of Attendees: See attachment

The eighth quarterly meeting of the New England Region 700 MHz Technical Advisory Committee was held on Tuesday, September 10, 2002 at 10:30 AM at the Massachusetts State Police Headquarters, Framingham, MA

The meeting was convened at 10:30 AM.

The Chairman, Vice Chairman and Secretary were present.

Order of Business:

1. Moved to ACCEPT the June 11, 2002 minutes as distributed. Seconded and CARRIED by unanimous vote.

2. MEMBERSHIP

The Chairman noted that the committee is awaiting documents from Rhode Island confirming Tom Crotty's appointment as Rhode Island Police Representative. The committee is awaiting documentation from the President of APCO, Atlantic Chapter naming the APCO Frequency advisors to the Committee. Angela Bean, is the new VT APCO Advisor and will be the Vermont APCO representative. States that have not responded by appointing various committee members will be contacted again.

The Chairman's position as a committee member will be as "member at large" from the State of Connecticut. The Chairman asked if there is any objection to placing member's names and which state they represent on the Committee website. NO OBJECTION voiced from the members present.

A binder containing official documents of the committee was provided to all current members. Updates and additions will be provided, as available.

3. STATE UPDATE

All of the States of Region 19 have chosen to handle their own assignments of the "state" frequency allocations. The Committee will perform the assignment of "interoperability channels" for Vermont, all other states will perform their own. The Region 19 Committee will review all "state" and "interoperability" frequency assignments to prevent conflicts between those various States. The structure of this review/monitoring of the state/interoperability frequency assignments is open at this time.

Mr. Sutherland suggested that the Region 19 committee Chairman visit with each state's licensee holder and present the committees view on respective state/interoperability border assignments. MOVED, by Mr. Carbonell and SECONDED by Mr. Sutherland that: The Chairman of the Region 19 (700 MHz) Committee be directed to visit each of the respective State Interoperability

Committees with the intent of coordination of their efforts regarding avoidance of frequency assignment conflicts.

APPROVED by all (voice vote).

4. PSWN UPDATE

The document from the Public Safety Wireless Network entitled Public Safety Radio Frequency Spectrum Digital Television Transition Status Update, dated, January 2002 was distributed for review and comment.

5. NCC UPDATE

The database of frequencies related to this band plan is created and maintained by the NCC. There is a request on the floor for a person from this planning committee to select and maintain the frequency assignment database. Training will be offered to the selected candidate through Regional Planning Committee funds. Training is offered in October, November, and December. It is the Chairman's feeling that the person chosen should be experienced in frequency coordination. Mr. Carbonell suggested that there be a primary and backup person trained in operation of the database software. Mr. Kowalik offered to be the primary and Mr. Carbonell volunteered to be the backup. There will be further discussion of the roll of Database Manager at later meetings.

6. FCC UPDATE

The Chairman introduced Vincent Kajunski, Chief of the Boston FCC office. Mr. Kajunski briefly discussed the Commercial and Public Safety aspects of this band allocation. He pointed out issues within the commercial auctions and noted that several interests may be participating. He noted some on the participants on the commercial side were expected and some were totally unexpected. He noted that the Public Safety Regional Committees have been endorsed by the FCC for frequency selections and dispute resolutions.

7. PLAN DEVELOPMENT

Application Procedure

The committee discussed the document distributed to the committee, FCC REGION 19 NEW ENGLAND REGIONAL PLANNING COMMITTEE 700 MHz CHANNEL APPLICATION PROCEDURE

The section "Authority of the Committee" should be entered under Section One of the document. The next paragraph "As of this date..." should be part of Section 4.

Mr. Kowalik explained that "Application Windows", is derived from the 800 MHz plan. The Chairman questioned whether the "window" process would be valid for the 700 MHz process. He observed that other Planning Committees have evolved into a free flowing application system without specific openings as in Region 19, 821MHz practice. Mr. Carbonell noted that windows with date certain allow for more orderly flow of applications.

The current schedule of quarterly Committee meetings would lend itself to a self-enforcing progress toward granting frequency allotments. Subsequent scheduled meetings would serve as deadlines for evaluation and discussion.

The deadlines for applications would be one month before the next committee meeting thus making the action dates more predictable.

The number of copies of the applications would be the burden of the applicant. The quantity was temporarily set at twenty.

"Application Procedures"

Mr. Kowalik discussed the source of authority granted to the Regional Committee for evaluating various States' Plans. During discussion several participants emphasize the oversight function of the RPC. This would be necessary along border areas where the plans of adjacent states would have to be harmonious with respect to interoperability. The interoperability with Federal entities will also have to be considered.

Mr. Kowalik noted that technical parameters are not fixed at this time because FCC requirements have not been delineated.

The Scoring method for applicant qualification was discussed. Various historical debates were reviewed. The rating method using points was generally accepted. The assignment of values and the weight of factors were discussed without a conclusion at this time. Further study of the methods will have to be viewed with objectivity based on previous historical practice with the 800 MHz Plan.

Technical Standards

Mr. Kowalik noted that the EIA/TIA 8.8 technical methods are the general standard. He noted that other technical parameters are being considered for other radio services and these might affect the current standards.

Mr. Zarwanski offered that various models of system efficiency could be chosen as standards for acceptance. Technical parameters will have to be chosen by the committee. These methods will have to be universal to all of the coordinating agencies.

MOVED by Mr. Carbonell to purchase two copies of the TIA/EIA 8.8 for further use by the committee. The expenditure for two copies APPROVED by the general committee.

A primarily TECHNICAL COMMITTEE was formed consisting of J. Kowalik, G. Carbonell, J. Zarwanski, J. Warakois, and others as appointments are made. This sub-committee will review the EIA/TIA 8.8 standard and offer recommendations within the Region 19 application process.

8. NEW BUSINESS

Previous discussion of training for NCC database.

Mr. Carbonell requested annual funding for the website, this is an annual expenditure for website name maintenance. He also explained how anonymity would be preserved within the website using the list-server for committee work.

MOVED TO ADJOURN. SECONDED AND CARRIED.

The meeting was adjourned at 12:13 PM

Respectfully submitted
James Warakois, secretary.

December 2002 Minutes

New England Region 700 MHz
Technical Advisory Committee Meeting
Tenth Meeting
Tuesday 10 December 2002

List of Attendees: See attachment

The tenth quarterly meeting of the New England Region 700 MHz Technical Advisory Committee was held on Tuesday December 10, 2002 at the State Office Building in Springfield, Vermont.

The meeting was convened at 10:33 AM

The Chairman, Vice Chairman and Secretary present. Others in attendance introduced themselves.

The Chairman noted the lack of representation from the State of Vermont.

Order of Business:

1. Moved to **ACCEPT** the September 10, 2002 minutes as distributed. Seconded and **CARRIED** by unanimous vote without discussion.

The Chairman noted that additions and changes to the "New England 700 MHz Regional Plan" (now in a green binder) would be made available to committee members by way of the committee website.

MEMBERSHIP a review of the membership list included adding **Mr. Greg Richardson, Boston Fire Department. (Representing the MA State Fire Marshal)** A question arose as to the Mass. State Police representative. Blair Sutherland is the official representative. John Pinkham, (MA State Police) was present representing Sutherland.

The Chairman distributed a calendar of all meeting dates for the foreseeable future. He noted that the next meeting, March 11, 2003 will be held in **Gray, ME.**

Mr. Carbonell inquired whether e-mail addresses could be posted on the website. He noted that a listing of the committee members would be beneficial in answering questions by license applicants.

State Licensees. There is no new information. Most of the holders are members of this committee.

NCC UPDATE

At this time there is no new information being distributed by the NCC.